

# Case Upload

Case Upload is a software program, provided by a variety of vendors, which interacts with ECF to populate the necessary debtor information fields in the Court's database without the necessity of keying in the information. It also automatically uploads the creditors and enters on the docket the voluntary petition and, if a Chapter 12 or 13, the plan.

**NOTE:** Form B21 is not required for electronically filed petitions.

**STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.

**STEP 2.** Click on **Case Upload**.

**STEP 3.** The **Open New Bankruptcy Case** screen displays.

- ☐ In the first field (**Enter the name of the case file**; Example: c:Debtor.txt), click **Browse** to select the appropriate .txt document to attach.

This is the case data file in .txt format produced by your petition software.

- ☐ In the second field (**Enter the name of the petition file**; Example: c:Petition.pdf), click **Browse** to select the appropriate .pdf document to attach.

- ☐ In the third field (**Enter the name of the matrix file**; Example: c:Creditor.txt), click **Browse** to select the appropriate .txt document to attach.

- ☐ In the fourth field (**Enter the name of the Chap13 or Chap12 Plan file**; Example: c:Plan.pdf), click **Browse** to select the appropriate .pdf document to attach.

This is only applicable for Chapter 12 and 13 bankruptcies.

**STEP 4.** The **Fee** screen displays indicating the amount of the filing fee.

- ☐ Click **Next**.

**STEP 5.** If filing a Chapter 7 or 13 petition with installments, an **Installment Fee** screen displays. Enter the amount of the payment being made with the filing in the **Fee** window. If not making an initial payment, enter 0 (zero).

- ☐ Click **Next**.

**STEP 6.** The **Notice of Bankruptcy Case filing** screen displays.

- ☐ Note Case Number provided.

- ☐ If filing a Chapter 12 or 13 petition, click **Next** at the bottom of the page to docket the Plan.

**STEP 7.** The **Electronic Payment** window displays.

- ☐ Click **Pay Now** to pay all fees due to the court.
- ☐ Click **Continue Filing** to continue filing new cases.

**STEP 8.** File Other documents associated with the Petition.

☐ **Chapter 7 Petitions:**

1. If paying by installments, file LBF #110 (Individual Debtor's Application to Pay Filing Fees in Installments). The event is: Bankruptcy - Motions/Applications - Pay Filing Fee in Installments.
2. If the debtor is a non-government corporation, file the Corporate Ownership Statement. The event is: Bankruptcy - Miscellaneous - Corporate Ownership Statement.

☐ **Chapter 11 Petitions:**

1. The List of 20 Largest Unsecured Creditors is filed **as part** of the Petition, at the very end. Include a Certificate of Service indicating that a copy of the List of 20 Largest Unsecured Creditors and the necessary pre-addressed, stamped envelopes were delivered to the Office of the U.S. Trustee.
2. If the debtor is a non-government corporation, file the Corporate Ownership Statement. The event is: Bankruptcy - Miscellaneous - Corporate Ownership Statement.
3. If paying by installments, file LBF #110 (Individual Debtor's Application to Pay Filing Fees in Installments). The event is: Bankruptcy - Motions/Applications - Pay Filing Fee in Installments.

☐ **Chapter 12 Petitions:**

1. File LBF #1340 (Certification Re: Tax Returns/Proof of Income). The event is: Bankruptcy - Miscellaneous - Certification Re: Tax Returns.
2. If the debtor is a non-government corporation, file the Corporate Ownership Statement. The event is: Bankruptcy - Miscellaneous - Corporate Ownership Statement.

3. If paying by installments, file LBF #110 (Individual Debtor's Application to Pay Filing Fees in Installments). The event is: Bankruptcy - Motions/Applications - Pay Filing Fee in Installments.

☐ **Chapter 13 Petitions:**

1. File LBF #1340 (Certification Re: Tax Returns/Proof of Income). The event is: Bankruptcy - Miscellaneous - Certification Re: Tax Returns.
2. File LBF #1305 (Attorney's Disclosure of Compensation). The event is: Bankruptcy - Miscellaneous - Attorney Disclosure of Compensation.
3. If paying by installments, file LBF #110 (Individual Debtor's Application to Pay Filing Fees in Installments). The event is: Bankruptcy - Motions/Applications - Pay Filing Fee in Installments.

**STEP 9.** Assign the Judge/Trustee.

**NOTE:** This step must only be done AFTER all related case opening documents, that are going to be filed at the time of opening, have been filed (e.g., LBF #1340 (Certification Re: Tax Returns/Proof of Income); LBF #1305 (Attorney's Disclosure of Compensation); etc.).

- ☐ This may be done after the entry of multiple cases. This will help keep the 341(a) Meeting of Creditors together.
- ☐ Click on **Bankruptcy** on the ECF Main Menu Bar.
- ☐ Click on **Judge/Trustee Assignment**.
- ☐ The 341(a) Meeting of Creditors will be set and the Judge and Trustee will be assigned.

**NOTE:** The system will only assign a Trustee and 341(a) Meeting of Creditors date for Chapters 7 and 13. The Court will send notice for Chapters 11 and 12 341(a) Meeting of Creditors and trustee assignment.

**NOTE:** If filing a minimum petition, remember to file the deficient documents, except those items listed above, under "Missing Documents Filed". See separate procedure.